

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

- |                        |                |                       |                        |
|------------------------|----------------|-----------------------|------------------------|
| I. <u>Class Title:</u> | City Treasurer | <u>Revision Date:</u> | 07/2014                |
|                        |                | <u>EEO Category:</u>  | Official/Administrator |
|                        |                | <u>Status:</u>        | Exempt (Exec.)         |
|                        |                | <u>Control No:</u>    | 20355                  |

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 1 position under the general supervision and direction of the Finance and Information Technology Director, serves as the City's Treasurer, as defined in Utah State code 10-6-141. Performs major accounting and financial reporting activities, and supervises Finance Division personnel.

III. Essential Duties

- Hires, trains, disciplines, motivates and directs Finance Division cashiers, and accounting staff.
- Serves as the designated City Treasurer as defined in Utah State Code 10-6-141.
- Accounts for all revenues received by the City, including collections, assessments, taxes, etc.
- Prepares annual assessment billings and performs collections on SID's.
- Invests idle or required cash balances in accordance with the Utah Money Management Act to maximize rates of return for the City.
- Prepares, coordinates and receives bank bids for banking services every 3-5 years.
- Evaluates on a daily basis, the City's cash position to assure sufficient funds are on hand to meet the City's payable and payroll requirements.
- Works with financial institutions to maintain positive working relationships and to assure that appropriate investment opportunities are being provided to the City.
- Maintains legally required balances in sinking fund, special improvements and guarantee fund accounts.
- Works with bank trust departments to coordinate balances in bond guarantee funds, trust/escrow accounts, bond service reserve funds, etc.
- Signs and disburses all checks issued by the City which have been approved by the Director of Finance and the Mayor.
- Assists in the preparation and review of the monthly budget reports.
- Prepares the annual financial statements (CAFR).
- Works with auditors on yearly financial audit, including audit working papers.
- Supervises inventory for Public Works (parts), Public Utilities (materials), and River Oaks Golf Course (merchandise).
- Approves all entries required funds stated in accordance with GAAP.
- Responsible for the reconciliation of customer deposits and water stock.
- Performs a variety of internal audits, as needed.
- Helps to establish and proper internal controls.

IV. Marginal Duties

- Provides other city departments with budget information; answers questions from other departments on special financial information needs; and performs miscellaneous special accounting projects.
- Performs other duties as assigned.

V. Qualifications:

**Education:** Bachelor's degree in public administration, business administration, accounting and/or related field required. MPA/MBA/MAcc and/or CPA desired.

**Experience:** Five years related work experience, including at least three years municipal administration and supervisory experience. May substitute up to two (2) years additional education for two years (2) experience, except required supervisory experience.

**Certificates/Licenses:** Requires a valid Utah Driver's Licenses.

**Probationary Period:** Not applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

**Knowledge of:** Principles of management, supervision, auditing, planning, budgeting, general and governmental accounting, governmental finance and personnel principles and practices; cash management and budgeting; banking and investment principles and policies; payroll practices and laws; research and analysis methods; records retention and management; computer capabilities and applications, including spreadsheets, databases and work processing; correct use of the English language, spelling and vocabulary; mathematics.

**Responsibility for:** Important City records dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, and money; supervision of accounting and accounts payable personnel.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data that may influence important decisions. Some contact with the Mayor, city management staff and elected bodies on matters requiring explanations and discussion; must have excellent written and verbal communication skills.

**Tool, Machine, Equipment Operation:** Requires regular use of office equipment, such as a personal computer (spreadsheet, database and word processing), 10-key, printer, copier, fax machine and telephone system.

**Analytical Ability:** Organize, establish and delegate meaningful goals and assignments; communicate effectively verbally and in writing; balance multiple conflicting priorities and make decisions that are subject to criticism and interpersonal conflict; initiate and implement policy and procedures affecting fiscal management, security and City operations, apply complex concepts to the solution of problems.

#### VI. **Working Conditions:**

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental pressure and exposure to stress and fatigue. Frequent exposure to deadlines. On-going contact with employees and the general public. Regular attendance and occasional overtime is necessary. Some weekend and evening work is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_